



DELAWARE JUDICIARY COURT OF CHANCERY

Non-Merit Position

(This position is exempt from the State of Delaware Merit Rules
and the Judicial Branch Personnel Rules)

Posting #AOC0402N12

ACCOUNTING SPECIALIST (Casual/Seasonal)

Opening Date: April 10, 2012

Closing Date: April 18, 2012

A Vacancy Exists

Salary: \$17.09 per hour

Recruiting For: Court of Chancery

Location: City of Wilmington (Please check this location on your application)
New Castle County Courthouse

Summary Statement: This is a casual/seasonal position not to exceed 29.5 hours per week. Working for the Court of Chancery, this level represents technically advanced support of complex fiscal/financial/auditing functions. It is distinguished from the Technician level by work assignments broad in functional scope and/or requiring advanced technical knowledge, both of which require application of complex state or federal program laws, rules, and regulations.

This employee will be responsible for full range of support activities related to the Court of Chancery fiscal/financial/auditing functions. Assignments fall within established and known systems, processes, and operations. Problem solving requires choice of solutions from range of known options. Advanced technical depth typically involves responsibility for cost/salary/revenue projection, ledger reconciliation/consolidation, etc, requiring application of state or federal program laws, rules, regulations, policies, and procedures.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified." Resumes may not be substituted for the application.

- Possession of an Associate's Degree or higher in Accounting or related field.

OR

- Possession of a Bachelors degree or higher in Accounting, Business Administration, Economics, Finance, Business Management, Computer Information Systems or related field.

OR

1. Experience in accounting support which includes performing financial transactions such as classifying, computing, verifying, recording/posting, reconciling, audit/examination, summarizing financial data, and compiling reports.
2. Experience in data collection which includes collecting, compiling, and maintaining data from multiple sources such as files, records, databases, customers, staff, or others.
3. Experience in applying laws, rules, regulations, standards, policies, and procedures.
4. Experience in record keeping which includes maintaining records, logs, and filing systems.
5. Experience in using an automated information system to enter, update, modify, delete, retrieve/inquire, and report on data.
6. Ability to communicate courteously and effectively, both verbally and in writing.

Conditions of Employment:

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

Submitting Your Application: Visit the website at <http://courts.delaware.gov/career/> and click on “apply” next to the job posting. Then print, or complete and print, the Judicial Branch Non-Merit Employment Application in either Microsoft® Word or PDF format. Applications should be submitted by any one of the formats listed below prior to the closing date stated on this announcement.

1. Send your application as an e-mail attachment with the words “Application Form” in the subject line to: apps.aoc@state.de.us (**preferred method**)
2. Fax your application to: (302) 255-2482, Attention: Human Resources
3. Mail your application to:

Administrative Office of the Courts
New Castle County Courthouse
500 N. King Street, Suite 11600
Wilmington, DE 19801

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting, be sure to include it when you submit your application prior to the closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by the application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

**The Delaware Judiciary
An Equal Opportunity and Affirmative Action Employer**